



## **BROADBRIDGE HEATH PARISH COUNCIL**

Minutes of the online Parish Council meeting held on  
Monday the 5<sup>th</sup> of October 2020 at 7.45pm.

**Present Were:** Cllr Terry Oliver (Chair)

Cllr Viv Edwards	Cllr Geoff Clark
Cllr Louise Potter	Cllr Ian Blunnie
Cllr David Trangmar	Cllr Penny Hayles
Cllr Jeanne Coker	Cllr David Bridges
Cllr Christine Knight	Cllr Paul Wales
Cllr David Milbank	Cllr Emily McGowan

**Clerk:** Lucinda Edwards

**Members of the Public:** None

**District Councillor:** Cllr Louise Potter

**Press:** None

### **173/20 PUBLIC SPEAKING**

None

### **174/20 APOLOGIES AND REASON FOR ABSENCE**

Apologies and the reasons for absence noted from County Councillor Christian Mitchell and District Councillor Matt Allen.

### **175/20 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None

### **176/20 CHAIRMANS ANNOUNCEMENTS**

The Chairman officially welcomed the new Assistant Clerk into her role.

**177/20 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

It was **RESOLVED** to defer the approval of the minutes to enable members time to review them.

**COUNTY AND DISTRICT COUNCILLOR REPORTS**

**178/20 District Cllr Louise Potter**

Cllr Potter updated members on the meeting held with HDC and WSCC to address the HGV issues at Sargent Way and the entry into the Coop car park causing incidents.

It was updated that the best and most achievable solution would be a TRO banning HGVs, however this would take up to a year to implement. A temporary TRO could be issued but potential issues would be:

- Cost
- Public consultation
- Enforcement

The use of cameras and number plate recognition could be possible – the use of this technology is around a year away.

A further meeting is being arranged for a representative of the Parish Council to attend.

For the time being the bus gate is being opened to allow an escape route for stuck HGVs which should resolve the issues at the Sargent Way junctions but will potentially cause unauthorised use of the bus gate.

Cllr Potter will liaise with the Coop on the idea of bollards being placed at the no entry point in the car park.

*The Chairman expressed disappointment that the Chair of the Parish Council's Planning committee was not invited to attend the meeting and requested that WSCC and HDC are informed of this disappointment.*

*Concerns were expressed over management of the bus gate. Drop plates can be noisy.*

*Cllr Potter also advised members that she is currently working on getting bollards to stop rat-running through Thompson Road and Ellis Road.*

*Members expressed concerns relating to the original plans and expectations that the 2 car parks would be separate with separate access points and no access between them. The 9 new spaces were also discussed with members expressing concerns that there was no recollection of this amendment to the plans.*

The surfacing/finishing of the Wickhurst Green roads is running to schedule. The kerbs at the Old Wickhurst Lane junction were destroyed within hours of installation – this poses an ongoing issue.

**179/20      See separate document for previously circulated written report by County Cllr Christian Mitchell.**

Disappointment was expressed that there was no update on plans relating to the new school.

The latest update implied WSCC need to confirm there is sufficient demand to require the new school.

**180/20      It was **AGREED** to write to WSCC to request a full update on the situation relating to the new school, including details of the S106 agreement, and for this to be presented back to Council.**

**HIGHWAYS AND FOOTPATHS**

**181/20      FIELD PLACE**

Members were updated on the ongoing appeal for use of the access opposite Lawson hunt and a potential additional access point further along the A281, although land ownership at this location is not confirmed.

Members received a draft letter to Field Place which was approved and **AGREED** for sending.

**182/20      ONE STOP PARKING**

Following a brief update, it was **AGREED** for the Clerk investigate potential solutions and report back to council.

**183/20      PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN SEPTEMBER 2020**

Appn	Address	Details	Comments
DC/20/1459	Broadbridge Park Care Home, Chantry Court	Internal alterations to the second floor to provide accommodation and addition of dormers to the roofscape	Will there be additional residents housed at the home from the 9 additional a rooms and 2 additional employees? The dormer windows in the North elevation overlook those properties behind the building but not to the extent to object to the proposal.
DC/20/1705	30 Old Guildford Road	Erection of a single storey rear extension	Concerns regarding integration of extension with adjoining property (28 Old G'Ford Rd) which is also flagged by the owners of that property. Provided this can be satisfactorily resolved with a permanent solution, no objections.

DC/20/1747	Ash Cottage, Church Lane	Surgery to 1 x Ash	No objections, provided any works are carried out in accordance with an Approval and by a qualified contractor.
DC/20/1754	92 Sullington Mead	The erection of a single store rear extension with internal alterations	It is not clear how this will integrate with adjoining property (94-96 Sullington Mead) - whether part of extension overhangs neighbouring properties - including roof line and any guttering fixtures Provided there are no issues with this aspect, no objections.

#### 184/20 **PLANNING WHITE PAPER**

Members **AGREED** for the Chairman of the Planning Committee, Cllr Clark, to draft a response for the Clerk to circulate to all members as a Consultation document. It was **AGREED** that Cllr Knight would attend the meeting and flag any issues from the meeting in response to the consultation document.  
It was **AGREED** to circulate the Parish Council response document to the local MP.

#### 185/20 **PAYMENTS LISTS**

Members **AGREED** to ratify the remotely approved September and October payment lists (as below).

SEPTEMBER AND OCTOBER PAYMENTS		
Payee Name	Transaction Detail	Amount Paid
Mrs Lucinda Edwards	Salary	
Mr John Pilkington	Salary	
Ms Jo Ball	Salary	
HMRC	PAYE and NI	£338.73
West Sussex LGPS	Pension	£435.89
RIALTAS BUSINESS SOLUTIONS	Annual Support	£148.80
AGE UK HORSHAM	July - Sept (Q2)	£2,957.75
GRASSTEX Ltd	inv 3742	£1,088.40
EYELEVEL DESIGN	EYELEVEL DESIGN	£1,531.20
BEL SIGNS	Fitness Equipment Signs	£63.60
GDPR info	Annual Renewal 2020	£420.00
UPRISE CONSTRUCTION LTD	20/278	£790.60
UPRISE CONSTRUCTION LTD	20/278 10	£596.85
BBH Cricket Club	Repair to gate	£40.00
BBH MAGAZINE	Grant	£816.50
M and D Services	Parish newsletter delivery	£249.92
SURREY HILLS SOLICITORS	inv 3731	£150.00

Easy Clean Services	Window Cleaning	£30.00
Incarice	Supply trailer	£250.00
BAQUS	inv 33114	£1,080.00
SM Hayles	Trailer	£100.00
BBH Jnr Football Club	Grant	£900.00
West Sussex Mediation Service	West Sussex Mediation Service	£200.00
Mrs Lucinda Edwards	Salary and Expenses	
Mr John Pilkington	Salary and Expenses	
Ms Jo Ball	Salary and Expenses	
Mrs Olivia Buck	Salary	
HMRC	PAYE and NI	£434.35
West Sussex LGPS	Pension	£494.12
4 THE YOUTH	Summer and Autumn Term	£5,197.21
GRASSTEX Ltd	Invoice 3819	£708.60
Horsham District Council	Dog and Litter Bins	£179.14
Horsham District Council	Refuse Collection	£60.50
BEL SIGNS	Play area signs	£201.60
BEL SIGNS	Sign and channel bars	£46.80
Ground MAintenance Services	Ground Maintenance Services	£40.00
SLCC	Olivia Membership and 2x confe	£233.00
GRASSTEX Ltd	John Training - Tree Inspectio	£420.00
Mulberry and co	Final Audit year end 1920	£144.00
SURREY HILLS SOLICITORS	Parish Office Building	£1,020.00
SSALC Ltd	Allotment Training	£144.00
SSALC Ltd	Budget Planning Workshop	£36.00
SSALC Ltd	Employer Webinar	£72.00
SSALC Ltd	Two way conversation webinar	£36.00

**186/20 NALC SALARY SCALES 2020/21**

Members **RESOLVED** to agree the recommendation from the Personnel Committee to to adopt the NALC Salary scales for 2020/21.

**187/20 BANK SIGNATORIES**

Members **RESOLVED** to approve for the Clerk to become a signatory on the Co Op main account and a named person on the Nationwide and Lloyds accounts, as is the current status for the RFO.

**188/20 RFO END OF CONTRACT**

Members **RESOLVED** to approve the removal of the RFO from the accounts as of the end of her contract.

- 189/20 INTERIM AUDIT**  
Members **AGREED** for the interim (mid-year) audit and year end audits to be conducted by Mark Mulberry.  
The Chairman of the Finance and Establishment Committee reminded members that the Precept setting meeting would be in November.
- 190/20 WICKHURST GREEN PARCELS OF LAND**  
Members were updated on the last HDC meeting and given a brief update on the intention of HDC to seek a way to progress the transfers.  
Once further details are clear, this will be fully shared with members.
- 191/20 ALLOTMENTS**  
Some officers and members attended a recent training session. It was **AGREED** for the slides to be shared with members. It was **AGREED** for the Recreation Committee to call a meeting in order to set up an Allotments Sub-Committee to handle all matters relating to allotments.
- 192/20 PARISH OFFICE**  
Members were updated that there are 2 outstanding issues with the transfer of the Parish Office relating to maintenance charges and snagging.  
It was **AGREED** for the Clerk to clarify land ownership in the area surrounding the Neighbourhood Centre.
- 193/20 CRICKET CLUB LEASE RENEWAL**  
Members **RESOLVED** to approve in principal the intention to renew the Cricket Club lease, subject to a full review of the terms.  
It was **AGREED** for the Clerk to review the lease and present back to the Council.
- 194/20 CRICKET CLUB SECTION 106 APPLICATION CONSULTATION RESPONSE**  
Members **RESOLVED** to support the Section 106 application.
- 195/20 PARISH COUNCIL INSURANCE**  
Members **AGREED** the renewal of the existing Zurich insurance policy on an annual basis a premium of £1,489.35.  
It was **AGREED** for the Finance and Establishment Committee to fully review the policy around April 2021 in light of the imminent acquisition of the Parish Office, parcels of land and additional play areas.
- 196/20 TREE SURVEY**  
Members **AGREED** the quote of £996 from Connick Tree Care to carry out an Autumn/Winter inspection of Parish Council trees.
- 197/20 COVID-19 FUNDRAISING APPEAL**  
The HDC Covid Support Team contacted the Parish Council offering options for how to proceed with the Fundraising Appeal funds held by the Parish Council.

Members **AGREED** the option to hold the funds in case of a second wave to cover any costs for re-activation of the Community Hub.

Members **AGREED** for the Clerk to carry out risk assessments for the Volunteers in order for the works by the volunteers to be covered through the Parish Council insurance policy.

**198/20 WSALC COMMUNIQUE**

A communeque received from the secretary to HALC was circulated to members. Members **NOTED** the communeque.

Members were updated on the communications being received by the Clerk from Clerks of other member councils in relation to the WSALC Value for Money Review. The process of the review was explained by Cllr Oliver and members were advised that similar reviews are being carried out by Surrey and East Sussex ALC's. Members were informed that once the review is complete, the Parish Council will be invited to vote at a meeting likely to be held in January 2021. It was suggested that the Clerk may prepare a summary report of the communications received to date. The Clerk confirmed that all correspondence from the relevant bodies is being circulated to members.

**199/20 REFERENCE REQUEST**

The Clerk advised the Council that request for a reference had been received from Uprise. It was **AGREED** for the Clerk to write a simple reference stating that the works were carried out to the required specifications and to circulate as a consultation for approval prior to responding to the request.

**200/20 UNION FLAG**

Members **AGREED** to leave the Union flag flying as per the previous agreement to fly the flag as a sign of solidarity during the Covid19 pandemic.

**201/20 COMMUNICATIONS STRATEGY WORKSHOP**

Members received details of a Communications Strategy Workshop offered by Breakthrough Communications. Members **APPROVED** the quote of £275 for the online workshop for all members and officers, to include assistance with the creation of a Communications Policy and Strategy.

**202/20 RATIFICATION OF DELEGATED DECISIONS**

Members **RESOLVED** to defer this item.

**203/20 SOCIAL MEDIA**

Some concerns were raised by members over the advisory related to Halloween and trick or treating, feeling residents require guidelines in light of the current restrictions. Cllr Potter confirmed she would seek advice from HDC.

**204/20 WORKS PLANNER**

Members **RESOLVED** to defer this item.

**205/20**

**MEETING DATES**

Members **NOTED** the next meeting dates.

Finance and Establishment Meeting – Monday 19th October

Parish Council Meeting – Monday 2nd November

Personnel Committee Meeting – Monday 23rd November

Recreation Committee Meeting – Monday 14th December

**Meeting ended at 22.12**